Email: recruitment@cbseacademic.in Tel: 011-23217720
Website: www.cbseacadmic.in Tele. Fax: 011-23216963

केन्द्रीय माध्यमिक शिक्षा बोर्ड
(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)
शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली–110002.

CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

No.: CBSE/ACAD/AP&JD-ADMIN/2014-01/7542 **Date:** 23.01.2014

RECRUITMENT OF GROUP 'A' ACADEMIC& OTHER OFFICERS

The Central Board of Secondary Education (CBSE) envisions a robust, vibrant and holistic school education that will engender excellence in every sphere of human endeavour. The Board is committed to provide quality education to promote intellectual, social and cultural vivacity among its learners. It works towards evolving a learning process and environment, which empowers the future citizens to become global leaders in the emerging knowledge society. The Board advocates Continuous and Comprehensive Evaluation with an emphasis on holistic development of learners. The Board commits itself to providing a stress-free learning environment that will develop competent, confident and enterprising citizens who will promote harmony and peace. The Board provides excellent infrastructural, developmental, research facilities and career prospects to its professionals.

CBSE is on look out of young, qualified, experienced, spirited, dynamic, capable& bright academician & academic administrators. On-line applications are invited for the regular & permanent Group 'A' academic & other officers' positions mentioned as under-

Designation	Tentative Number of Vacancies				
	Total	Unreserved (UR)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC) (NCL)
Assistant Professor & Joint Director	02	01	00	00	01
Assistant Professor & Deputy Director	01	00	01	00	00
Assistant Professor & Assistant Director	21	12	03	01	05
Deputy Director (Training)	01	01	00	00	00
Deputy Director (Assessment & Evaluation)	01	01	00	00	00
Assistant Director (Assessment & Evaluation)	02	02	00	00	00
Total	**28**	**17**	**04**	**01**	**06**

***** The number of posts mentioned above is provisional and may vary depending on future requirements. The CBSE reserves the right to empanel the applicants and consider these empanelled applicants for future requirements. Offers could be issued in phases, as per the CBSE's requirement.

Note: (i) Persons with Disability (PWD) candidates may be considered for selection, subject to their suitability. Reservation for PWD will be as per Government of India norms.PWD may belong to any category (GEN/SC/ST/OBC etc.) and are included in the Total vacancies. Out of total vacancies, one vacancyis reserved for PWD candidates.
(ii) PWD means a person suffering from not less than forty per cent of any disability as certified by a medical authority. PWD should possess a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

- **Job Requirements:**

The CBSE faculty is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, activities of the Board like Continuous and Comprehensive Evaluation (CCE), Mentor & Monitoring and policy development in the academic discipline both scholarly and general.The faculty is expected to work within both the academic, research and academic administrative related requirements of the Board by adopting global standards in Education & Research.

The faculty/officers are expected to-

- Have essential qualifications and standing derived from recognized significant experience in the relevant discipline area;
- Have a record of demonstrable scholarly and professional achievement in the relevant discipline;
- Demonstrate academic excellence through an outstanding contribution to assessment, research.
- Be recognized as a leading authority in the relevant discipline area.
- the conduct of research including, where appropriate, leadership of a large research team;
- fostering the research of other groups and individuals both within the discipline and related disciplines;
- supervision of the program of study of courses introduced from time to time and major research projects for incubation;
- development of research policy;
- an ability to promote brand building, through outreach activities leading to tie-up with National and International Institutions;
- Continuing personal commitment to, and achievement in, a particular scholarly area evidenced by publication in refereed journals, books, performances and other scholarly works, invitations to present keynote addresses at international meetings and to write chapters in international books, election to learned academies and other recognition such as awards, prizes and honorary degrees.
- To demonstrate an outstanding personal contribution and commitment to high quality learning and assessment through playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas including the initiation and development of subject material.

Details of Qualifications, Experience and Pay Scale:

Sl. No.	Designation	Essential qualifications and relevant experience	Pay	Desirable qualifications
1.	Assistant Professor & Joint Director	**A.** Master's Degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute. **B.** NET/SLET or equivalent or Doctorate Degree and/or Academic work/publication. **EXPERIENCE:** Minimum of total 6 years' experience must be in PB 3 with GP 6600/- or equivalent.	PB-3 Rs. 15600-39100 + GP Rs. 7600/-	**(i)** B.Ed. Degree from a recognized University/Institute **(ii)** M.Ed./M.Phil./LLM/PG in Mgmt. or equivalent. **(iii)** Contribution to educational innovation, curricula design & technology mediated teaching learning process **(iv)** Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level **(v)** Experience in handling Academic Admn./Legal/ Establishment/RTI matters

2.	Assistant Professor & Deputy Director	**A.** Master's Degree in any discipline with at least 55% or its equivalent Grade "B' in the UGC 7 point scale from a recognized University /Institute. **B.** NET/SLET or equivalent OR Doctorate Degree and/or Academic work /publications. **EXPERIENCE:** Minimum of 6 years relevant experience must be in PB 3 with GP 5400 or equivalent.	PB-3 Rs. 15600+ 39100 + GP Rs. 6600/-	**(i)** B.Ed. Degree from a recognized University /Institute **(ii)** M.Ed./MPhil/LLM/PG in Mgmt. or equivalent. **(iii)** Contribution to educational innovation, curricula design & technology mediated teaching learning process **(iv)** Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level. **(v)** Experience in handling Academic Admn./Legal/ Establishment/RTI matters.
3.	Assistant Professor & Assistant Director	**A.** Master's Degree in any discipline with at least 55% or its equivalent Grade "B' in the UGC 7 point scale from a recognized University /Institute. **B.** NET/SLET or equivalent **OR** Doctorate Degree and/or Academic work /publications.	PB-3 Rs. 15600+ 39100 + GP Rs. 5400/-	**(i)** B.Ed. Degree from a recognized University /Institute **(ii)** M.Ed./MPhil/LLM/PG in Mgmt. or equivalent. **(iii)** Working knowledge of computer operations. **(iv)** Publication in National/International Journals. **(v)** Participation in National/International Conferences, Seminars/Symposiums etc. **(vi)** National Cadet Corps (NCC) 'B' or 'C' certificates. **(vii)** National Service Scheme (NSS) certificates. **(viii)** Participation in curricular/co-curricular/social service & social welfare activities. **(ix)** Participation in sports at University/ State/ National/ International level.
4.	Deputy Director (Training)	**A.** Master's Degree in Management/Personnel Management with at least 55% or its equivalent Grade "B' in the UGC 7 point scale from a recognized University /Institute. **B.** NET/SLET or equivalent **OR** Doctorate Degree.	PB-3 Rs. 15600+ 39100 + GP Rs. 6600/-	**(i)** M.Ed. or equivalent. **(ii)** Contribution to Training, Recruitment, Selection/ Innovation, workshops/ seminars/ orientation Courses.
5.	Deputy Director (Assessment & Evaluation)	**A.** Master's Degree in any discipline with at least 55% or its equivalent Grade "B' in the UGC 7 point scale from a recognized University /Institute. **B.** NET/SLET or equivalent **OR** Doctorate Degree as per UGC norms.	PB-3 Rs. 15600+ 39100 + GP Rs. 6600/-	**(i)** M.Ed., P.G. Degree in Statistics and Psychology or equivalent. **(ii)** Experience/contribution to Assessment & Evaluation, educational innovation, conducting workshops/ meetings/symposiums/seminars /orientation courses, Examination Reforms, Item Framing, Question Paper Setting, Analysis of results or equivalent research work.

6.	Assistant Director (Assessment & Evaluation)	**A.** Master's Degree in any discipline with at least 55% or its equivalent Grade "B' in the UGC 7 point scale from a recognized University /Institute. **B.** NET/SLET or equivalent **OR** Doctorate Degree and/oracademic work.	PB-3 Rs. 15600+ 39100 + GP Rs. 5400/-	**(i)** M.Ed. or equivalent. **(ii)** Working knowledge of computer operations.

Note:(i) Some Universities/ Institutes do not award percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/ Institute do not define criteria for conversion of Aggregate Grade Point into percentage of marks, the same would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks
6.75	60%
5.75	50%
5.25	45%

(ii) Aggregate Grade Point of percentage of marks where awarded would mean aggregate over the entire duration of the course.

(iii) Where the Aggregate Grade Point (CGPA/OGPA/CPI etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per note (i) above.

(iv) Details of Seven Point Scale are given below in the table.

Grade	**Grade Point**	**Percentage Equivalence**
O=Outstanding	5.50-6.00	75-100
A=Very Good	4.50-5.49	65-74
B=Good	3.50-4.49	55-64
C=Average	2.50-3.49	45-54
D=Below Average	1.50-2.49	35-44
E=Poor	0.50-1.49	25-34
F= Fail	0-0.49	0-24

- **Nature of Post:** The posts are regular & permanent and being filled on direct basis.

  The selected academic and other officers' shall also be entitled for reimbursement of expenses of newspaper bills, telephone charges, internet charges, medical treatment/expenses, LTC facility, advance for housing, Car, Computer, Motorcycle etc. as perCBSE norms and their respective eligibility. The selected candidates will be governed by the defined contributory New Pension Scheme (NPS). These positions have reasonable career progression prospects.

- **Age criteria:**

Sl. No.	**Position**	**Maximum Age (As on closing date of Advt.)**
1.	Assistant Professor & Joint Director	45 Years
2.	Assistant Professor & Deputy Director	40 Years
3.	Assistant Professor & Assistant Director	35 Years
4.	Deputy Director (Training)	40 Years
5.	Deputy Director (Assessment & Evaluation)	40 Years
6.	Assistant Director (Assessment & Evaluation)	35 Years

(i) The age is relaxable for SC/ST candidates' upto 5 years and upto 3 years for OBC (Non Creamy Layer) candidates. SC/ST/OBC (NCL) Candidates have to produce a caste certificate in prescribed proforma. The age is relaxable for Ex-serviceman/ woman candidate upto 10 years.

(ii)A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/UR Category but subsequently writes to the CBSE to change his/her category, such request shall not be entertained by the CBSE.

(iii) Physically Handicapped (PH) Persons or Persons with disabilities, suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other concessions & relaxations as permissible under the rules.

(iv) Maximum age shall be reckoned as on the last date of closing of online application.

- **Place of Posting:** The selected candidates may be posted anywhere in India or/and abroad.

- **Probation:** The person selected will be appointed on probation for a period of two years which may be extended too.

- **Selection Process:**

A. For the posts of Assistant Professor & Assistant Director or equivalent:

(i) A written examination shall be conducted followed by group discussion/presentation/personal interview for selection. The written examination date as well as mode (whether computer based or paper & pen based) for these posts shall be decided by CBSE later on.

(ii) The written examination will be held at Delhi only.

(iii) The components of the written examination may be as under:

a) Problem Solving Ability
b) Education and Learning Processes (Related to CBSE and NCERT)
c) Research Methodology

(iv) Depending upon the number of available vacancies and marks obtained in written examination, candidates may be called for group discussion/presentation/personal interview in the ratio of 1:4 for unreserved category and 1:5 for SC/ST/OBC category.

B.For the posts of Assistant Professor & Deputy Director or equivalent:
Selection will be done on the basis of performance in Interview or as decided by the Board.

C. For the posts of Assistant Professor & Joint Director or equivalent:
Selection will be done on the basis of performance in Interview or as decided by the Board.

General instructions to all candidates:

1. The candidates must carefully read all the instructions displayed here before actually submitting applications, so as to avoid mistakes. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

2. The applications shall be submitted on-line only by 28th February, 2014. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last dates as mentioned for the posts, to avoid the possibility of dis-connection/inability/failure to log on the Board's website on account of heavy load on internet/website jam. The Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Board. The website would accept the applications round the clock i.e. for 24 hours till 23:59 Hrs on 28th February, 2014, when the link would be disabled. Once application is submitted it would be final, it cannot be modified in any respect. The computer will not accept an incomplete application.

3. No enquiry in relation to any application shall be entertained by CBSE. Only enquiries on technical aspects till on-line application submission , can be made on following contact points of CBSE:
   Phone No.: 011-23217720
   Email ID: recruitment@cbseacademic.in

4. Persons in the employment of Government departments, Universities or Educational Institutions, Public enterprises, quasi-Government organizations etc., whether in a permanent, quasi permanent or temporary capacity, must obtain the certificate from their department that department has no objection to consider his/her candidature. If and when called for interview, candidates will submit the **No Objection Certificate**. In the absence of a "No Objection Certificate" candidates may not be interviewed or allowed any payment towards their travelling expenses.

5. Candidates may note that their eligibility would be assessed on the information furnished by them believing that the information is true. If any candidate is found to have given false, wrong, tempered or incorrect information, such candidate would not only be disqualified but may also face prosecution. Such candidates may be debarred from appearing in any examination for applying for any posts in CBSE.

6. Calling of candidates for written examination/group discussion/presentation/interview etc. will not give guaranty for the final selection. Final selection will be made on the basis of the merit-cum-reservation rules.

7. At the time of written examination/ group discussion/ presentation/ interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/ interview hall or taking away the question booklet, answer sheet, from the examination hall; or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/ interview either permanently or for a specified period from any examination or selection held by the Board. No candidate is permitted to use Calculator, Cell phone, Pager or any other instruments in the examination/ interview hall.

8. Board may, at its discretion, hold re-examination/ re-interview wherever necessary in respect of a centre/ venue/ specified post or candidate(s).

9. Candidates called for interview will be reimbursed to and fro actual AC III railway fare by the shortest route from the place of residence/ work to the place of interview whichever is nearer. However, no TA is payable to any candidate for appearing in the written examination/group discussion/presentation etc.

10. Candidates must possess the qualifications as prescribed by the CBSE for the respective posts. **Details regarding online application, prescribed qualifications and eligibility conditions are available at the CBSE Academic Website www.cbseacademic.in** under **Career** section.

11. The number of vacancy mentioned above, is provisional and CBSE reserves the rights to vary number of vacancies (increase or decrease) depending upon the actual requirements and duly adhering to the Reservation provision.Candidates for any particular post may be considered for appointment to a lower post at thediscretion of the selection committee.The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for interview. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/some posts herein advertised

12. Any addendum/dedendum /corrigendum shall be posted on the website of the CBSE only.

13. In case of any dispute arising on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.

14. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirements of the Board. Selected candidates, after joining the service of the CBSE shall abide by the Rules and Regulationsof the CBSE as may be in force from time to time in addition to the conditions stipulated in their appointment letters.

15. It will be open to the CBSE to consider names of suitable candidates who might not have applied.

16. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the test/interview. More stringent criteria may be applied for short-listing the candidates to be called for test/interview.

17. The applications received may be screened for short listing and recommended candidates shall be called for test/interview.

18. Relaxation, if any, may be made in exceptional cases on the recommendations of the Shortlisting/Selection Committee, subject to the approval of the Chairman, CBSE.

19. Candidates applying for more than one post are required to submit separate online applications. Applications once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case, nor shall it be held in reserve for any other recruitment or selection process in future.

20. **Application fee** is to be paid as per details given below:

S. No.	**Category**	**Fee**
1.	Male Unreserved and OBC	Rs. 500
2.	Women candidates of Unreserved and OBC Category	Rs. 250
3.	SC/ST/PWD/Ex Servicemen	NIL

The Payment can be made through online mode or through demand draft issued by any nationalized bank on or after the date of advertisement and drawn in favour of the "**Secretary, CBSE"** payable at **Delhi** only.

21. The above posts are being advertised keeping in view the broad areas of specialization in the subjects. However, the CBSE may have specific requirements of specialization.

22. The CBSE reserves the right not to fill up any of the advertised posts.

23. The CBSE shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any stage that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the CBSE.

24. The CBSE reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.

25. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the CBSE reserves the right to modify/withdraw/cancel any communication made to the candidates.

26. Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided to candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

27. Canvassing in any form will be a disqualification.

28. Disqualification: No person-

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered in or contracted a marriage with any other person. Candidate may be eligible for appointment to any of the said posts; provided that the CBSE may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

29. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment.

30. The reservation/ relaxations for SC, ST, OBC (Non-Creamy Layer), and Persons with Disability (PwD) etc. candidates will be applicable as per the Central Government norms. Candidates seeking reservation/relaxations benefits available for SC/ST/OBC/Persons with Disability etc. must ensure that they are entitled to such reservation as per Govt. of India Lists/rules/norms. They should also be in possession of the certificates in the format, prescribed by the Union Government.The PwD candidates with less than 40% of relevant disability shall not be considered. The disability certificate will be issued by the Competent Authority duly authorized by the Central or the State Government. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate should not be more than one year old. Ex-serviceman has to produce a copy of the discharge certificate/ pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in Defence service should submit a certificate from a competent authority that they will be relieved from Defence services.

31. All candidates should have fulfilled the minimum eligibility on the last date of application.

32. Candidates shortlisted in the written test (if required for the post) shall be called for the group discussion/ presentation/ interview as the case may be, at specified date, time & place. Before the interview, candidate shall have to produce the following documents (in original) along with their self-attested photocopies:
    I. Caste Certificate (for SC/ST & OBC candidates)
    II. Income Certificate for proof against belonging to non-creamy layer (for OBC candidates)
    III. Domicile Certificate (for SC/ST & OBC candidates)
    IV. High School Certificate containing "Date of Birth".
    V. Certificate & Mark sheets for Technical/ Professional qualifications/ Academic qualifications etc. as a proof for eligibility.
    VI. Experience Certificate(s) (if applicable).
    VII. Certificate for belonging to "Ex-serviceman category" (if applicable)
    VIII. Certificate of belonging to Physically Handicapped Category.
    IX. If any of the required documents mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically stand cancelled at any stage of recruitment, or later stage. The responsibility of the same shall be entirely of the candidate and Board shall be not be responsible in any of such cases.

33. Where the Chairman, CBSE is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing, relax any of the provisions with respect to any class or category of persons.

34. Any resultant disputes arising out of the advertisement shall be subject to the sole jurisdiction of the courts situated at Delhi only.

35. **HOW TO APPLY:**
    Kindly note that only "ON LINE" applications shall be accepted

    STEP 1: Login to www.cbseacademic.in

    STEP 2: Read the advertisement carefully

    STEP 3: Click on the tab "Online Application System", online portal home screen shall appear on the screen.

    STEP 4: Register yourself and log in to fill up the online application form with your details. (Candidates are advised to take print of blank on line form and fill it before actually entering the data online.)

    STEP 5: Click the box "Save or Lock". After completion of all steps and payment, download or save your registered application form bearing unique control number. Take the print-out of online application. Paste a recent color photograph and sign in given space. Send the completed print-out/ application along with self-attested copies of all documents in support of eligibility of

the applied post and Demand Draft (in case of offline payment) to **Sh. Ram Shankar, Assistant Professor & Joint Director (GA&E), 'Shiksha Sadan', Academics, Research, Training & Innovation Wing, 17, Rouse Avenue, Near ITO, Opposite National Bal Bhavan, New Delhi-110002**, ONLY through Speed/Registered post. The last date of receipt is 17.03.2014. Please superscribed the post applied (in bold) for on the envelope. Please note that application forms shall not be accepted in person or through courier or any other post. The CBSE shall not be responsible for any delay/loss due to postal or technical reasons.

36. **Important Dates**:

Website Link Open	From 23.01.2014 To 28.02.2014
Last date of on-line application submission	28.02.2014
Last date of receipt of print out of on-line generated application form along with self-attested copies of all documents in support of eligibility of the applied post and Demand Draft (if any) at CBSE, Delhi office by speed-post.	17.03.2014

(Ram Shankar)
Assistant Professor & Joint Director (GA&E)
Academics, Research, Training & Innovation Wing, CBSE
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